

TRIP TICKET PROCEDURES MANUAL



LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES

***TRIP TICKET PROJECT
P.O. BOX 80337
BATON ROUGE, LA 70898-0337***

April 2015

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TRIP TICKET PROGRAM

Please Note: You must use ORIGINAL trip tickets, monthly submission sheets and/or crab shedder sheets. Copies of these forms will not be accepted. You must also fill out your paperwork with only BLUE or BLACK ink. Please stick with only one color so that your data can be recorded properly.

TRIP TICKET Frequently Asked Questions

What is the trip ticket program?

The trip ticket program was established by the Louisiana Legislature in 1991 as a system to collect commercial landings and associated information by trip. Funding for the trip ticket program became available in 1998 and the program started January 1, 1999.

Why do we need trip tickets?

Trip tickets are quickly becoming the standard method of marine commercial landings collection throughout the nation. Individual trip information provides fishery scientists with gear and area specific catch information that will improve the accuracy of stock assessments. Individual trip information will also provide fishery managers information on the impact of environmental changes and catastrophic events (such as hurricanes) on the fishery.

Who has to report?

All Wholesale/Retail Dealers and Fresh Products Licensees must participate in the trip ticket program.

Is the information I provide on trip tickets confidential?

YES. The information provided on trip tickets is protected under state and federal confidentiality statutes.

When are reports due?

By the 10th of the month for the preceding month. For example, January's tickets are due by February 10.

Can I send in reports more often than once a month?

YES. You can send in reports as often as you would like as long as all the previous months reports are sent to the department by the 10th.

Where and how are reports sent?

The department will supply self-addressed envelopes. The dealer is responsible for the postage.

What type of report(s) do I need to fill out?

Wholesale/Retail Dealers that purchase fish from commercial fishermen and commercial fishermen with a Fresh Products license need to fill out the following reports:

- Trip Tickets
- Monthly Submission Sheet

Wholesale/Retail Dealers that do not purchase fish from commercial fishermen or handle only farm raised product need only fill out the following report:

- Monthly Submission Sheet

Wholesale/Retail Dealers that shed crabs or operate a shedding facility need to fill out the following reports:

- Trip Tickets
- Monthly Submission Sheet
- Monthly Crab Shedder Sheet

If my spouse will be selling my catch, what type of license will be needed?

A Spousal Fresh Product License can be purchased through the licensing department. This will allow your spouse to legally sell your catch. NO

Triptickets will be issued for a spousal license. Instead, all paperwork must be filled out with the primary Fresh Product License number.

When do I need to fill out a trip ticket?

A trip ticket must be filled out when the commercial fisherman transfers his catch to a wholesale/retail dealer or fresh products licensee.

When do I need to fill out a Monthly Submission Sheet?

A Monthly Submission Sheet must be filled out and sent to the department at least once a month. The monthly submission sheet documents the number of trip tickets filled out each time trip tickets are sent to the department. If no trips are taken for a given month, you are still required to send a monthly submission sheet indicating "0" trips were obtained for that month. Multiple months with "0" trips may be submitted on a single monthly submission sheet.

When do I need to fill out a Monthly Crab Shedder Sheet?

A Monthly Crab Shedder Sheet must be filled out and sent to the department at least once a month. The monthly crab shedder sheet documents the number of peelers put into the shedder and the number of soft shells produced. If no peelers are taken in for a given month and there are no soft shells produced, you are still required to send a monthly crab shedder sheet indicating "0" for number of peelers and "0" for number of soft shells produced.

How do I get report forms?

The Department will provide all forms. **Obtaining report forms is the responsibility of the license holder.** You must determine the type and number of forms you will need to last about 6 months. You must not wait until you run out of forms before requesting additional forms. **Trip tickets are assigned to you and cannot be shared among other license holders.**

Who do I call to get forms?

Call the department at **(225)763-3588** during regular working hours (**Monday-Friday, 8:00am - 4:30pm**). Have your wholesale/retail dealers or fresh products license number ready when you call.

Who do I call if I need help filling out forms?

Call the department at **(225)765-2393 or (225)765-2399 or (225)765-2449** during regular working hours (**Monday-Friday, 8:00am - 4:30pm**).

If I already have a computer and internet access, how can I save time and submit my trip ticket electronically?

Specialized software for data entry of trip ticket information can be installed at no cost. If you are interested in this program, please contact our contractor, Claude Peterson, Bluefin Data, LLC at (225)744-0807.

Electronic Trip Ticket Program

The electronic trip ticket program automates the process of collecting and reporting information on seafood species as required by Louisiana Wildlife and Fisheries.

Advantages of going Electronic:

- Almost completely replaces the paper ticket system
- Collects all information required by the state
- Sends information to the state electronically
- Tracks all monies owed and paid to fisherman
- Tracks deductions
- Generates various reports/receipts
- Prints checks and exports data

Monthly Submission Sheets (MSS) and Signature Logs – Electronic Submissions

Dealers who submit their files electronically must print an electronic submission with the data entry program and send that submission sheet and the fisherman signature log to the LDWF. Because these documents are generated by the dealer, they do not contain the scanner recognition marks.

All Dealers with federal permits must report electronically

Extra Advantage: Trace Register

Traceability Information is information provided by Trip Ticket dealers for eventual use by consumers as a means to view details of seafood purchase. The Traceability Info fields in the Dealer screen are part of this mechanism and used only by Dealers participating in the Trace Register Program. To send a ticket to Trace Register from the ticket screen, select the ticket and click on the "Send To TR" menu item. If the Dealer is not a Trace Register participant than the "Cannot Find Dealer Import Key" message will appear after clicking the "Send to TR" menu item and the ticket will not be sent to Trace Register.

If interested in participating in the electronic trip ticket program please call Claude Peterson with Bluefin Data at 225-744-0807.

LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES
ELECTRONIC MONTHLY LOG

EV1

#	TICKET NUMBER	DATE	BOAT NAME (OPTIONAL)	FISHERMAN'S SIGNATURE	TRIP TIME	DEALER INITIALS
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INSTRUCTIONS FOR FILLING OUT FORMS TRIP TICKET FORMS

TYPE 677 (Document #1)

FORMS (OYSTER PURCHASES ONLY)

Type 677 forms can only be used for trips that harvest oysters. If a fisherman harvests and is selling only oysters on that trip, you can use type 677 forms. If a fisherman is selling anything in addition to oysters, you must use another type of form.

This form is designed to accommodate multiple trips on a single form, but can only be used for transactions within the same month.

Tickets **cannot** be used for transactions that cross multiple months. All open tickets must be closed on the last day of the month.

It is essential that you write legibly and stay within the outlined boxes. Use only blue or black ink. Please stick with only one color so that your data can be recorded properly.

TICKET NO. (PREPRINTED)

The "TICKET NO." is a sequential form number that is preprinted on each form. Each wholesale/retail dealer or fresh products licensee is issued a specific range of numbered forms and this information is tracked by LDWF. **The forms cannot be shared with other dealers.**

CONTINUATION TICKET NO. (REQUIRED IF MULTIPLE FORMS USED)

The "CONTINUATION TICKET NO." box is used only if multiple forms are needed to document a trip. If multiple forms are needed, enter the ticket number of the **FIRST** form used for that trip in this box.

VOID TICKET (REQUIRED IF TICKET VOIDED)

The "Void Ticket" box is used when a ticket is incorrectly filled in. Each ticket must be returned to the Department even if voided.

COMMERCIAL FISHERMAN'S NAME (REQUIRED)

The "COMMERCIAL FISHERMAN'S NAME" box is used by the dealer to record the name of the licensed commercial fisherman from whom the seafood is obtained.

COMMERCIAL FISHERMAN'S LICENSE NUMBER (REQUIRED)

The "COMMERCIAL FISHERMAN'S LICENSE NUMBER" box is the commercial fisherman's license number, and must be filled in to ensure the catch is properly assigned to the correct fisherman.

COMMERCIAL VESSEL LICENSE NUMBER (REQUIRED FOR SALTWATER LANDINGS, OPTIONAL FOR FRESHWATER LANDINGS)

The "COMMERCIAL VESSEL LICENSE NUMBER" box is the commercial vessel license number issued by LDWF assigned to the boat or vessel used to harvest the seafood being obtained by the wholesale/retail seafood dealer. This will allow LDWF to properly assign landings to a vessel owner. This field is optional for landings from freshwater areas, but is mandatory for landings from saltwater areas or for possession of catch in saltwater areas.

COAST GUARD DOCUMENTED VESSEL NUMBER OR STATE VESSEL REGISTRATION NUMBER (REQUIRED)

The "COAST GUARD DOCUMENTED VESSEL NUMBER" or "STATE VESSEL REGISTRATION NUMBER", which ever applies, is the number assigned to the boat or vessel that was used to harvest the seafood being obtained by the wholesale/retail seafood dealer.

AREA FISHED (REQUIRED)

The "AREA FISHED" is the area where the majority of the seafood was harvested. The four digit basin code or two digit statistical grid code must be placed in the designated space. In addition, the hyphenated box following the area fished must be filled out if the commercial fisherman is harvesting oysters from a state designated public oyster seed ground or a commercial fisherman is harvesting in STATE outside waters off the Terrebonne (1208) or Barataria (0211) Basins. **REFER TO THE MAPS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX. A SEPARATE MAP IS PROVIDED TO HIGHLIGHT THE DESIGNATED PUBLIC OYSTER SEED GROUNDS AND OFFSHORE STATE WATERS THAT MUST BE REPORTED BY THE COMMERCIAL FISHERMAN.**

GEAR USED (REQUIRED)

The "GEAR USED" box is the main gear used in the harvest of the seafood being obtained from the commercial fisherman. **REFER TO THE LIST OF GEAR CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

DEALER'S NAME (REQUIRED)

The "DEALER'S NAME" box is used by the dealer to record the name of the business or individual that holds the wholesale/retail seafood dealers or fresh products license.

DEALER'S LICENSE NUMBER (REQUIRED)

The "DEALER'S LICENSE NUMBER" box is the wholesale/retail seafood dealer's or fresh products license number, and must be filled in to ensure the report is properly assigned to the correct dealer.

YEAR and MONTH (REQUIRED)

The "YEAR" and the "MONTH" that the purchase or transaction took place. Year is the four digits of the year the transaction took place. For example if the year is 2014 you should record "2014" in the box. Month is a number from 1-12 referring to January-December.

DAY (REQUIRED)

The "DAY" is the day of the month that the purchase or transaction took place.

TRIP TIME (REQUIRED)

Trip time is the amount of time in HOURS from when the trip began to when the seafood harvested on that trip was unloaded and transferred to the dealer.

PUBLIC OR PRIVATE (REQUIRED)

Put an "X" in one of the boxes to designate whether the oysters were harvested from a PUBLIC or PRIVATE reef.

QUANTITY (REQUIRED)

The "QUANTITY" box is used to write in the amount of a species obtained from a fisherman.

SACK, BUSHEL OR BARREL (REQUIRED)

Put an "X" in one of the boxes to designate whether the oysters were landed by the sack, bushel or barrel. Convert any "half-sacks" or "little sacks" to standard sacks.

1 Barrel = 6451.26 cubic inches, which approximately represents
the cubic contents of 3 bushels or 2 sacks.

1 Sack represents 3225.63 cubic inches or one and one-half bushels,
or one-half barrel.

PRICE/UNIT (REQUIRED)

The "PRICE/UNIT" box is used to document the price per unit of the species being obtained.

VALUE (RECOMMENDED)

The "VALUE" box is the dollar value of the species being obtained.

FISHERMAN'S INITIALS (REQUIRED)

The fisherman transferring his catch to the dealer must initial each transaction.

VOID (REQUIRED IF RECORD IS VOIDED)

Put an "X" in this box if you made an error in filling out that record, and correctly fill out the record on the next line. **Do not attempt to write over any errors.**

FISHERMAN'S SIGNATURE AND DEALER'S SIGNATURE (REQUIRED)

The "FISHERMAN'S SIGNATURE" and "DEALER'S SIGNATURE" must be provided when the trip ticket is completed or closed out. **By signing the trip ticket both the fisherman and dealer certify that the information on the form is correct to the best of their knowledge.**

DEALER DEDUCTIONS (NOT REQUIRED)

This space is provided for the dealer to use, if he/she so wishes, to document anything he needs to deduct from the amount paid to the fisherman.

**TOTAL PURCHASES, TOTAL DEDUCTIONS AND TOTAL PAID
(NOT REQUIRED)**

These spaces are provided for the dealer to enter the amount paid to the fisherman.

Document #1: Example of Type 677
Tripticket Form

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LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES DEALER RECEIPT FORM (OYSTER TRIPS ONLY)

Please print characters like this and stay within the boxes. Use only blue or black ink.

677

1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ

DEPARTMENT COPY

TICKET NO. 2786507

CONTINUATION
TICKET NO.

VOID
TICKET

FISHERMAN PROVIDED INFORMATION

COMMERCIAL FISHERMAN'S NAME (Please Print)

VESSEL
NAME

Coast Guard Documented
Vessel Number

OR

State Vessel Registration
Number

Area Fished

Gear Used

Commercial Fisherman's
License Number

C

Vessel License Number

C

WHOLESALE/RETAIL SEAFOOD DEALER PROVIDED INFORMATION

Dealer's License
Number

C

DEALER'S NAME (Please Print)

YEAR

MONTH

DAY	TRIP TIME	PUBLIC	PRIVATE	QUANTITY	SACK	SHELL STOCK BUSHEL	BARREL	PRICE/UNIT	VALUE	FISHERMAN'S INITIALS	VOID
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TYPE 776 (Document #2)

FORMS (ONE DAY SHELLFISH TRIPS ONLY)

Type 776 forms can only be used for trips that harvest shellfish. If a fisherman harvests and is selling only shellfish on that trip, you can use type 776 forms. If a fisherman is selling anything other than shellfish, you must use another type of form.

This form is designed to accommodate a single trip per form. If you need a form that can be used to document multiple trips for a fisherman, see form type 875.

It is essential that you write legibly and stay within the outlined boxes. Use only blue or black ink. Please stick with only one color so that your data can be recorded properly.

TICKET NO. (PREPRINTED)

The "TICKET NO." is a sequential form number that is preprinted on each form. Each wholesale/retail dealer or fresh product licensee is issued a specific range of numbered forms. **The forms cannot be shared with other dealers.**

CONTINUATION TICKET NO. (REQUIRED IF MULTIPLE FORMS USED)

The "CONTINUATION TICKET NO." box is used only if multiple forms are needed to document a trip. If multiple forms are needed, enter the ticket number of the **FIRST** form used for that trip in this box.

VOID TICKET (REQUIRED IF TICKET VOIDED)

The "VOID TICKET" box is used when a ticket is incorrectly filled in. Each ticket must be returned to the Department even if voided.

COMMERCIAL FISHERMAN'S NAME (REQUIRED)

The "COMMERCIAL FISHERMAN'S NAME" box is used by the dealer to record the name of the licensed commercial fisherman from whom the seafood is being obtained.

COMMERCIAL FISHERMAN'S LICENSE NUMBER (REQUIRED)

The "COMMERCIAL FISHERMAN'S LICENSE NUMBER" box is the commercial fisherman's license number, and must be filled in to ensure the catch is properly assigned to the correct fisherman.

TRIP TIME (REQUIRED)

Trip time is the amount of time in **HOURS** from when the trip began to when the seafood harvested on that trip was unloaded and transferred to the dealer.

COMMERCIAL VESSEL LICENSE NUMBER (REQUIRED FOR SALTWATER LANDINGS, OPTIONAL FOR FRESHWATER LANDINGS)

The "COMMERCIAL VESSEL LICENSE NUMBER" box is the commercial vessel license number issued by LDWF assigned to the boat or vessel used to harvest the seafood being obtained by the wholesale/retail seafood dealer. This will allow LDWF to properly assign landings to a vessel owner. This field is optional for landings from freshwater areas, but is mandatory for landings from saltwater areas or for possession of catch in saltwater areas.

COAST GUARD DOCUMENTED VESSEL NUMBER OR STATE VESSEL REGISTRATION NUMBER (REQUIRED)

The "COAST GUARD DOCUMENTED VESSEL NUMBER" or "STATE VESSEL REGISTRATION NUMBER", which ever applies, is the number assigned to the boat or vessel that was used to harvest the seafood being obtained by the wholesale/retail seafood dealer.

AREA FISHED (REQUIRED)

The "AREA FISHED" is the area where the majority of the seafood was harvested. The four digit basin code or two digit statistical grid code must be placed in the designated space. In addition, the hyphenated box following the area fished must be filled out if the commercial fisherman is harvesting oysters from a state designated public oyster seed ground or a commercial fisherman is harvesting in STATE outside waters off the Terrebonne (1208) or Barataria (0211) Basins. **REFER TO THE MAPS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX. A SEPARATE MAP IS PROVIDED TO HIGHLIGHT THE DESIGNATED PUBLIC OYSTER SEED GROUNDS AND OFFSHORE STATE WATERS THAT MUST BE REPORTED BY THE COMMERCIAL FISHERMAN.**

GEAR USED (REQUIRED)

The "GEAR USED" box is the main gear used in the harvest of the seafood being obtained from the commercial fisherman. **REFER TO THE LIST OF GEAR CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

DEALER'S NAME (REQUIRED)

The "DEALER'S NAME" box is used by the dealer to record the name of the business or individual that holds the wholesale/retail seafood dealers or fresh products license.

DEALER'S LICENSE NUMBER (REQUIRED)

The "DEALER'S LICENSE NUMBER" box is the wholesale/retail seafood dealer's or fresh products license number, and must be filled in to ensure the report is properly assigned to the correct dealer.

TRANSACTION DATE (REQUIRED)

The date the product was transferred to the dealer from the commercial fisherman. Month "MM" is a number from 1-12 referring to January-December. For example if the month is June you should record "06" in the box. Day "DD" is the day of the month the transaction took place. For example if the day is the 15th you should record "15" in the box. Year "YY" is the last two digits of the year the transaction took place. For example if the year is 2014 you should record "14" in the box.

SPECIES (REQUIRED)

The species of seafood being purchased. For example, if you purchase brown shrimp then "BROWN SHRIMP" should be entered on this line.

SHELLFISH CODE (REQUIRED)

The shellfish code refers to the shellfish species being purchased. **REFER TO THE LIST OF SHELLFISH CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

QUANTITY (REQUIRED)

The "QUANTITY" box is used to write in the amount of a species obtained from a fisherman.

UNIT (REQUIRED)

The unit of measure associated with the quantity purchased. **REFER TO THE LIST OF UNIT CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COND (CONDITION) (REQUIRED)

The condition that the species was landed. **REFER TO THE LIST OF COND (CONDITION) CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COUNT OR MARKET (REQUIRED)

The actual size range of the species landed if sorted, or the size category or market size you assign when purchasing that species. For example, if you purchase brown shrimp in the size range 21-25 then you should enter 21 in the first set of boxes and 25 after the dash in the second set of boxes. However, if you use a general market category such as number 1's in the case of crabs or other species then use the market codes provided by the department. **REFER TO THE LIST OF MARKET CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

PRICE/UNIT (REQUIRED)

The "PRICE/UNIT" box is used to document the price per unit of the species being obtained.

VALUE (RECOMMENDED)

The "VALUE" box is the dollar value of the species being obtained.

VOID (REQUIRED IF RECORD IS VOIDED)

Put an "X" in this box if you made an error in filling out that record, and correctly fill out the record on the next line. **Do not attempt to write over any errors.**

FISHERMAN'S SIGNATURE AND DEALER'S SIGNATURE (REQUIRED)

The "FISHERMAN'S SIGNATURE" and "DEALER'S SIGNATURE" must be provided when the trip ticket is completed or closed out. **By signing the trip ticket both the fisherman and dealer certify that the information on the form is correct to the best of their knowledge.**

DEALER DEDUCTIONS (NOT REQUIRED)

This space is provided for the dealer to use if he/she so wishes to document anything he needs to deduct from the amount paid to the fisherman.

**TOTAL PURCHASES, TOTAL DEDUCTIONS AND TOTAL PAID
(NOT REQUIRED)**

These spaces are provided for the dealer to enter the amount paid to the fisherman.

TYPE 875 (Document #3)

FORMS (MULTIPLE DAY/SHELLFISH TRIPS ONLY)

Type 875 forms can only be used for trips that harvest shellfish. If a fisherman harvests and is selling only shellfish on that trip, you can use type 875 forms. If a fisherman is selling anything other than shellfish, you must use another type of form.

This form is designed to accommodate multiple trips on a single form, but can only be used for transactions within the same month.

Tickets **cannot** be used for transactions that cross different months. All open tickets must be closed on the last day of the month.

It is essential that you write legibly and stay within the outlined boxes. Use only blue or black ink. Please stick with only one color so that your data can be recorded properly.

TICKET NO. (PREPRINTED)

The "TICKET NO." is a sequential form number that is preprinted on each form. Each wholesale/retail dealer or fresh product licensee is issued a specific range of numbered forms. **The forms cannot be shared with other dealers.**

CONTINUATION TICKET NO. (REQUIRED IF MULTIPLE FORMS USED)

The "CONTINUATION TICKET NO." box is used only if multiple forms are needed to document a trip. If multiple forms are needed, enter the ticket number of the **FIRST** form used for that trip in this box.

VOID TICKET (REQUIRED IF TICKET VOIDED)

The "VOID TICKET" box is used when a ticket is incorrectly filled in. Each ticket must be returned to the Department even if voided.

COMMERCIAL FISHERMAN'S NAME (REQUIRED)

The "COMMERCIAL FISHERMAN'S NAME" box is used by the dealer to record the name of the licensed commercial fisherman from whom the seafood is being obtained.

COMMERCIAL FISHERMAN'S LICENSE NUMBER (REQUIRED)

The "COMMERCIAL FISHERMAN'S LICENSE NUMBER" box is the commercial fisherman's license number, and must be filled in to ensure the catch is properly assigned to the correct fisherman.

COMMERCIAL VESSEL LICENSE NUMBER (REQUIRED FOR SALTWATER LANDINGS, OPTIONAL FOR FRESHWATER LANDINGS)

The "COMMERCIAL VESSEL LICENSE NUMBER" box is the commercial vessel license number issued by LDWF assigned to the boat or vessel used to harvest the seafood being obtained by the wholesale/retail seafood dealer. This will allow LDWF to properly assign landings to a vessel owner. This field is optional for landings from freshwater areas, but is mandatory for landings from saltwater areas or for possession of catch in saltwater areas.

COAST GUARD DOCUMENTED VESSEL NUMBER OR STATE VESSEL REGISTRATION NUMBER (REQUIRED)

The "COAST GUARD DOCUMENTED VESSEL NUMBER" or "STATE VESSEL REGISTRATION NUMBER", which ever applies, is the number assigned to the boat or vessel that was used to harvest the seafood being obtained by the wholesale/retail seafood dealer.

AREA FISHED (REQUIRED)

The "AREA FISHED" is the area where the majority of the seafood was harvested. The four digit basin code or two digit statistical grid code must be placed in the designated space. In addition, the hyphenated box following the area fished must be filled out if the commercial fisherman is harvesting oysters from a state designated public oyster seed ground or a commercial fisherman is harvesting in STATE outside waters off the Terrebonne (1208) or Barataria (0211) Basins. **REFER TO THE MAPS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX. A SEPARATE MAP IS PROVIDED TO HIGHLIGHT THE DESIGNATED PUBLIC OYSTER SEED GROUNDS AND OFFSHORE STATE WATERS THAT MUST BE REPORTED BY THE COMMERCIAL FISHERMAN.**

GEAR USED (REQUIRED)

The "GEAR USED" box is the main gear used in the harvest of the seafood being obtained from the commercial fisherman. **REFER TO THE LIST OF GEAR CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

DEALER'S NAME (REQUIRED)

The "DEALER'S NAME" box is used by the dealer to record the name of the business or individual that holds the wholesale/retail seafood dealers or fresh products license.

DEALER'S LICENSE NUMBER (REQUIRED)

The "DEALER'S LICENSE NUMBER" box is the wholesale/retail seafood dealer's or fresh products license number, and must be filled in to ensure the report is properly assigned to the correct dealer.

YEAR and MONTH (REQUIRED)

The "YEAR" and the "MONTH" that the purchase or transaction took place. Year is the four digits of the year the transaction took place. For example if the year is 2014 you should record "2014" in the box. Month is a number from 1-12 referring to January-December.

DAY (REQUIRED)

The "DAY" is the day of the month that the purchase or transaction took place.

TRIP TIME (REQUIRED)

Trip time is the amount of time in **HOURS** from when the trip began to when the seafood harvested on that trip was unloaded and transferred to the dealer.

SHELLFISH CODE (REQUIRED)

The shellfish code refers to the shellfish species being purchased. **REFER TO THE LIST OF SHELLFISH CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

QUANTITY (REQUIRED)

The "QUANTITY" box is used to write in the amount of a species obtained from a fisherman.

UNIT (REQUIRED)

The unit of measure associated with the quantity purchased. **REFER TO THE LIST OF UNIT CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COND (CONDITION) (REQUIRED)

The condition that the species was landed. **REFER TO THE LIST OF COND (CONDITION) CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COUNT OR MARKET (REQUIRED)

The actual size range of the species landed if sorted, or the size category or market size you assign when purchasing that species. For example, if you purchase brown shrimp in the size range 21-25 then you should enter 21 in the first set of boxes and 25 after the dash in the second set of boxes. However, if you use a general market category such as number 1's in the case of crabs or other species then use the market codes provided by the department. **REFER TO THE LIST OF MARKET CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

PRICE/UNIT (REQUIRED)

The "PRICE/UNIT" box is used to document the price per unit of the species being obtained.

VALUE (RECOMMENDED)

The "VALUE" box is the dollar value of the species being obtained.

FISHERMAN'S INITIALS (REQUIRED)

The fisherman transferring his catch to the dealer must initial each transaction.

VOID (REQUIRED IF RECORD IS VOIDED)

Put an "X" in this box if you made an error in filling out that record, and correctly fill out the record on the next line. **Do not attempt to write over any errors.**

FISHERMAN'S SIGNATURE AND DEALER'S SIGNATURE (REQUIRED)

The "FISHERMAN'S SIGNATURE" and "DEALER'S SIGNATURE" must be provided when the trip ticket is completed or closed out. **By signing the trip ticket both the fisherman and dealer certify that the information on the form is correct to the best of their knowledge.**

DEALER DEDUCTIONS (NOT REQUIRED)

This space is provided for the dealer to use if he/she so wishes to document anything he needs to deduct from the amount paid to the fisherman.

TOTAL PURCHASES, TOTAL DEDUCTIONS AND TOTAL PAID (NOT REQUIRED)

These spaces are provided for the dealer to enter the amount paid to the fisherman.

Document #3 - Example of Type 875 Trypticket Form

LOUISIANA DEPARTMENT OF REVENUE

LFISH TRIPS ONLY)

875

Please print characters like this and stay within the boxes. Use only *blue* or *black* ink.

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DEPARTMENT_COPY

TICKET NO. 8527004

CONTINUATION
TICKET NO.

VOID
TICKET

☐

FISHERMAN PROVIDED INFORMATION

COMMERCIAL FISHERMAN'S NAME (Please Print)

Commercial Fisherman's
License Number

C

Vessel License Number

C

VESSEL
NAMECoast Guard Documented
Vessel Number

OR

State Vessel Registration
Number

Area Fished

Gear Used

WHOLESALE/RETAIL SEAFOOD DEALER PROVIDED INFORMATIONSEAFOOD DEALER'S NAME
(Please Print)

**Dealer's
License**

C

YEAR

MONTH

[illegible]

ITEM	DEALER DEDUCTIONS	COST

TOTAL PURCHASES

TOTAL DEDUCTIONS

TOTAL PAID

I CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

FISHERMAN'S SIGNATURE

DEALER'S SIGNATURE _____

NOTE: ALL INFORMATION REQUIRED BY LAW MUST BE COMPLETED FOR EACH TRIP. I UNDERSTAND THAT PROVIDING FALSE INFORMATION MAY RESULT IN CRIMINAL CONSEQUENCES.

NOTE: THIS FORM MAY BE USED FOR ALL FBI BUREAU AND FIELD OFFICES. A COVER SHEET IS REQUIRED FOR ALL INFORMATION REPORTS.

TYPE 974 (Document #4)

FORMS GENERIC TICKET—THE ONLY TICKET FOR FINFISH ALL SPECIES CAN BE RECORDED ON THIS TICKET SINGLE TRIP ONLY

Type 974 forms can be used for any type of trip. If a fisherman harvests and is selling any species of fish on that trip, you can use type 974 forms. This form is designed to accommodate a single trip per form.

It is essential that you write legibly and stay within the outlined boxes. Use only blue or black ink. Please stick with only one color so that your data can be recorded properly.

TICKET NO. (PREPRINTED)

The "TICKET NO." is a sequential form number that is preprinted on each form. Each wholesale/retail dealer or fresh products licensee is issued a specific range of numbered forms. **The forms cannot be shared with other dealers.**

CONTINUATION TICKET NO. (REQUIRED IF MULTIPLE FORMS USED)

The "CONTINUATION TICKET NO." box is used only if multiple forms are needed to document a trip. If multiple forms are needed, enter the ticket number of the **FIRST** form used for that trip in this box.

VOID TICKET (REQUIRED IF TICKET VOIDED)

The "VOID TICKET" box is used when a ticket is incorrectly filled in. Each ticket must be returned to the Department even if voided.

COMMERCIAL FISHERMAN'S NAME (REQUIRED)

The "COMMERCIAL FISHERMAN'S NAME" box is used by the dealer to record the name of the licensed commercial fisherman from whom the seafood is being obtained.

COMMERCIAL FISHERMAN'S LICENSE NUMBER (REQUIRED)

The "COMMERCIAL FISHERMAN'S LICENSE NUMBER" box is the commercial fisherman's license number, and must be filled in to ensure the catch is properly assigned to the correct fisherman.

TRIP TIME (REQUIRED)

Trip time is the amount of time in **HOURS** from when the trip began to when the seafood harvested on that trip was unloaded and transferred to the dealer.

COMMERCIAL VESSEL LICENSE NUMBER (REQUIRED FOR SALTWATER LANDINGS, OPTIONAL FOR FRESHWATER LANDINGS)

The "COMMERCIAL VESSEL LICENSE NUMBER" box is the commercial vessel license number issued by LDWF assigned to the boat or vessel used to harvest the seafood being obtained by the wholesale/retail seafood dealer. This will allow LDWF to properly assign landings to a vessel owner. This field is optional for landings from freshwater areas, but is mandatory for landings from saltwater areas or for possession of catch in saltwater areas.

COAST GUARD DOCUMENTED VESSEL NUMBER OR STATE VESSEL REGISTRATION NUMBER (REQUIRED)

The "COAST GUARD DOCUMENTED VESSEL NUMBER" or "STATE VESSEL REGISTRATION NUMBER", which ever applies, is the number assigned to the boat or vessel that was used to harvest the seafood being obtained by the wholesale/retail seafood dealer.

AREA FISHED (REQUIRED)

The "AREA FISHED" is the area where the majority of the seafood was harvested. The four digit basin code or two digit statistical grid code must be placed in the designated space. In addition, the hyphenated box following the area fished must be filled out if the commercial fisherman is harvesting oysters from a state designated public oyster seed ground or a commercial fisherman is harvesting in STATE outside waters off the Terrebonne (1208) or Barataria (0211) Basins. **REFER TO THE MAPS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX. A SEPARATE MAP IS PROVIDED TO HIGHLIGHT THE DESIGNATED PUBLIC OYSTER SEED GROUNDS AND OFFSHORE STATE WATERS THAT MUST BE REPORTED BY THE COMMERCIAL FISHERMAN.**

GEAR USED (REQUIRED)

The "GEAR USED" box is the main gear used in the harvest of the seafood being obtained from the commercial fisherman. **REFER TO THE LIST OF GEAR CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

DEALER'S NAME (REQUIRED)

The "DEALER'S NAME" box is used by the dealer to record the name of the business or individual that holds the wholesale/retail seafood dealers or fresh products license.

DEALER'S LICENSE NUMBER (REQUIRED)

The "DEALER'S LICENSE NUMBER" box is the wholesale/retail seafood dealer's or fresh products license number, and must be filled in to ensure the report is properly assigned to the correct dealer.

TRANSACTION DATE (REQUIRED)

The date the product was transferred to the dealer from the commercial fisherman. Month "MM" is a number from 1-12 referring to January-December. For example if the month is June you should record "06" in the box. Day "DD" is the day on the month the transaction took place. For example if the day is the 15th you should record "15" in the box. Year "YY" is the last two digits of the year the transaction took place. For example if the year is 2014 you should record "14" in the box.

SPECIES (REQUIRED)

The species of seafood being purchased. For example, if you purchase red snapper then "RED SNAPPER" should be entered on this line.

SPECIES CODE (REQUIRED)

The species code refers to the species being purchased. **REFER TO THE LIST OF SPECIES CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

QUANTITY (REQUIRED)

The "QUANTITY" box is used to write in the amount of a species obtained from a fisherman.

UNIT (REQUIRED)

The unit of measure associated with the quantity purchased. **REFER TO THE LIST OF UNIT CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COND (CONDITION) (REQUIRED)

The condition that the species was landed. **REFER TO THE LIST OF COND (CONDITION) CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

COUNT OR MARKET (REQUIRED)

The actual size range of the species landed if sorted, or the size category or market size you assign when purchasing that species. For example, if you purchase brown shrimp in the size range 21-25 then you should enter 21 in the first set of boxes and 25 after the dash in the second set of boxes. However, if you use a general market category such as number 1's in the case of crabs or other species then use the market codes provided by the department. **REFER TO THE LIST OF MARKET CODES PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

PRICE/UNIT (REQUIRED)

The "PRICE/UNIT" box is used to document the price per unit of the species being obtained.

VALUE (RECOMMENDED)

The "VALUE" box is the dollar value of the species being obtained.

VOID (REQUIRED IF RECORD IS VOIDED)

Put an "X" in this box if you made an error in filling out that record, and correctly fill out the record on the next line. **Do not attempt to write over any errors.**

PERMITTED SPECIES (REQUIRED)

This set of boxes is used to document any permits used in the harvest of permitted species or groups of species. The "PERMITTED SPECIES" box is used to identify the species allowed to be harvested with the permit. **REFER TO THE LIST OF PERMITS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

TYPE (REQUIRED)

The "TYPE" box is used to designate whether the permit used is a state or federal permit. Place an "**S**" in the box if the permit is issued by the state of Louisiana, or an "**F**" if the permit is a federal permit issued by National Marine Fisheries Service. **REFER TO THE LIST OF PERMITS PROVIDED BY THE DEPARTMENT TO FILL IN THIS BOX.**

PERMIT NUMBER (REQUIRED)

If the permit used is a Louisiana permit, the "PERMIT NUMBER" box is to be filled in with the number on the commercial fisherman's permit. If the permit used is a

federal permit, leave the "PERMIT NUMBER" box empty. Federal permits use the vessel registration numbers as the permit number and you have already provided that number in the vessel registration number box.

FISHERMAN'S SIGNATURE AND DEALER'S SIGNATURE (REQUIRED)

The "FISHERMAN'S SIGNATURE" and "DEALER'S SIGNATURE" must be provided when the trip ticket is completed or closed out. **By signing the trip ticket both the fisherman and dealer certify that the information on the form is correct to the best of their knowledge.**

DEALER DEDUCTIONS (NOT REQUIRED)

This space is provided for the dealer to use if he/she so wishes to document anything he needs to deduct from the amount paid to the fisherman.

**TOTAL PURCHASES, TOTAL DEDUCTIONS AND TOTAL PAID
(NOT REQUIRED)**

These spaces are provided for the dealer to enter the amount paid to the fisherman.

SPECIAL INSTRUCTIONS FOR SHARK LANDINGS

In addition to completing all required trip ticket elements, Wholesale/Retail dealers, with a Federal permit, purchasing shark carcass and/or fins from a properly licensed and permitted (State and Federal) commercial fisherman must adhere to a special set of instructions when reporting on a trip ticket.

Shark Landings must be completed on a 900 series trip ticket or within the electronic trip ticket program.

Please Include All State and Federal permit numbers.

HOW TO REPORT THE PURCHASE OF SHARK FINS

Complete a trip ticket the following way for each shark species purchased with fins.

Line 1 – record species (Species Code), unit=1 (pounds), condition (whole, tubed, etc.), pounds of shark landed and unit price

Line 2 – record species (Species Code), unit=6 (individuals), condition (whole, tubed, etc.), number of individual carcasses which contributed to the pounds of shark reported on line 1

Line 3 – record species (Species Code), unit=1 (pounds), condition=7 (pieces), market=10 (fins), pounds of shark fins landed and unit price

Line 4 – record species (Species Code), unit=6 (individuals), condition=7 (pieces), market=10 (fins) [number of individual fins which contributed to the pounds of fins reported on line 3]

HOW TO REPORT THE PURCHASE OF SHARK CARCASS

The Wholesale/Retail dealer completes' a trip ticket for each species of shark carcass purchased.

Line 1 - record species (Species Code), unit=1 (pounds), condition (whole, tubed, etc.), pounds of shark landed and unit price

Line 2 – record species (Species Code), unit=6 (individuals), condition (whole, tubed, etc.), number of individual carcasses which contributed to the pounds of shark reported

on line 1

HOW TO REPORT THE TRANSFER OF SHARK FROM A PERSON ACTING AS THE COMMERCIAL FISHERMAN AND THE WHOLESALE/RETAIL DEALER

The Commercial Fishermen who is required to hold a Wholesale/Retail dealers license fills out a trip ticket transferring the fins from himself as a fisher to himself as a wholesale/retail dealer.

Line 1 – record species (Species Code), unit=1 (pounds), condition=7 (pieces), market=10 (fins), pounds of fins landed and unit price

Line 2 – record species (Species Code), unit=6 (individual), condition=7 (pieces), market=10 (fins), number of individual fins which contributed to pounds landed in line 1

MONTHLY SUBMISSION SHEET INSTRUCTIONS (Document #5)

A Monthly Submission Sheet must be filled out and sent to the department by the 10th of the month for the preceding month. The Monthly Submission Sheet must accompany trip tickets when there are trip tickets to send to the department. Please be sure to use original forms, copies **will not** be accepted.

If you are a **wholesale/retail seafood dealer** and only buy, acquire or handle farm raised seafood products, you must still send in monthly submission sheets indicating "0" trip tickets. If you are a **wholesale/retail seafood dealer** and only buy, acquire or handle seafood products from other wholesale/retail dealers, you must still send in monthly submission sheets indicating "0" trip tickets. You may submit one monthly submission sheet for the year only if you do not plan to purchase from commercial fishermen during the year. This type of monthly submission sheet must show the reporting period as January 1 to December 31 and "0" trip tickets during this period. The due date for a form written this way would be February 10. Subsequent monthly submission sheets may be submitted should you resume purchasing seafood directly from a commercial fisherman.

If you are a **wholesale/retail seafood dealer** and do not buy, acquire or handle wild caught seafood from commercial fishermen during a given month, you still must send in a monthly submission sheet indicating "0" trip tickets for that month. If your business is closed (no purchases) during certain parts of the year, you may fill out one monthly submission sheet for this period by writing the "from" date as the first day of the first month you are closed and the "to" date as the last day of the last month you are closed. The due date for a form written this way would be the 10th of the month following the month written in the "to" field.

If you are a **fresh products licensee** and do not handle seafood for sales to the consumer for a given month, you still must send in a monthly submission sheet indicating "0" trip tickets for that month.

COMPLETING THE MONTHLY SUBMISSION SHEET

License number: Enter your wholesale/retail seafood dealer or fresh products license number in the boxes provided.

Last 4 digits of account number: Enter the last 4 digits of your Tax ID number for businesses or Social Security Number for individuals.

Reporting Period **from:** The beginning month, day and year you're reporting.
 to: The ending month, day and year you're reporting.

Number of Tickets: The number of trip tickets filled out during the reporting period.

Current Date: The month, day and year that you are completing the report to send to the department.

Enter the dealer's name just as it appears on your license on the bottom of the form in the space provided. The dealer or authorized representative must sign the form.

If you have any questions concerning these instructions, contact the department at (225) 765-2393 or (225) 765-2399 or (225) 765-2449.

The dealer is responsible for obtaining additional forms by calling (225) 763-3588.

**Document #5 - Example of Monthly
Submission Sheet**

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MONTHLY SUBMISSION SHEET

Louisiana Department of Wildlife & Fisheries
Trip Ticket Project
P.O. Box 80337
Baton Rouge, LA 70898-9000
(225) 765-2449

MS1

This report must be submitted monthly in order to comply with the requirements of LA R.S. 56:306.6 and rules and regulations adopted pursuant to those statutes. Completed trip tickets for the time period should accompany this form. **DO NOT STAPLE TRIP TICKETS.**

USE BLUE OR BLACK INK ONLY

License Number: C Last 4 digits of account number

Reporting Period from:
to:

Number of Tickets:

Current Date:

By signing this document I hereby certify the following:

- ▶ the attached trip tickets represent all transactions of fish and shellfish obtained from a person other than a licensed dealer for the reporting period described above.
- ▶ all records (receipts) submitted in this report accurately reflect all transactions required to be reported by law.
- ▶ all the attached information accurately and accounts for all transactions required to be submitted in this report.
- ▶ I understand that providing false information may result in criminal consequences.

Dealer: _____

Signature: _____
(Licensed Dealer or Dealer's authorized representative)

MONTHLY CRAB SHEDDER SHEET INSTRUCTIONS (Document #6)

This report must be submitted monthly by wholesale/retail seafood dealers who shed soft shell crabs or operate soft shell crab shedding facilities in order to comply with the requirements of LA R.S. 56:306.6.

The Monthly Crab Shedder Sheet should accompany completed trip tickets and monthly submission sheets for the time period indicated. A Monthly Crab Shedder Sheet must be filled out and sent to the department on or before the tenth of the month for the preceding month.

If you are a **wholesale/retail seafood dealer** and do not shed soft shell crabs or operate soft shell crab shedding facilities you are not required to submit this form.

COMPLETING THE CRAB SHEDDER FORM

- License Number:** Enter your wholesale/retail seafood dealer number in the boxes provided.
- Last 4 digits of account number:** Enter the last 4 digits of your Tax ID number for businesses or Social Security number for individuals
- Reporting Period Month:** Enter the month you are reporting.
- Reporting Period Year:** Enter the year you are reporting.
- Date Submitted:** Enter the month, day and year that you are completing the report to send to the department.
- Total Number of Peelers into system:** This is the total number of crab put into the shedder.
- Total Purchase Price of Crab:** Enter the total purchase price of the crab put into the shedder.
- Total Number of Soft Shells produced:** Enter the total number of soft shells taken out of the shedder.
- Total Selling price of Crab:** Enter the total selling price of all soft shells taken out of the shedder.

Enter the dealer's name just as it appears on your license on the bottom of the form in the space provided. The dealer or authorized representatives must sign the form.

If you have any questions concerning these instructions, contact the department at (225) 765-2393 or (225) 765-2399 or (225) 765-2449.

The dealer is responsible for obtaining additional forms by calling (225) 763-3588. Please be sure to use original forms, copies will not be accepted.

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Document #6 - MONTHLY CRAB SHEDDER SHEET

Louisiana Department of Wildlife & Fisheries

Trip Ticket Program

P.O. Box 80337

Baton Rouge, LA 70898-9000

(225)765-2399

This report must be submitted monthly by wholesale/retail seafood dealers who shed soft shell crabs or operate soft shell crab shedding facilities in order to comply with the requirements of LA R.S. 56:306.6. This form is to accompany completed trip tickets and monthly submission sheets for the time period indicated. If you do not shed soft shell crabs or operate soft shell crab shedding facilities you are not required to submit this form. **DO NOT STAPLE CRAB SHEDDER SHEETS, TRIP TICKETS OR MONTHLY SUBMISSION SHEETS.**

USE BLUE OR BLACK INK ONLYLicense
Number:

C

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Last 4 digits of
account number:

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Reporting
Period

Month

M	M
---	---

Year

Y	Y	Y	Y
---	---	---	---

Date
Submitted

M	M
---	---

D	D
---	---

Y	Y	Y	Y
---	---	---	---

SOFT SHELL CRAB PRODUCT REPORT**Enter number of individual crabs (no pounds or dozens)**TOTAL NUMBER OF
PEELERS INTO
SYSTEMTOTAL PURCHASE
PRICE OF CRABTOTAL NUMBER OF
SOFT SHELLS
PRODUCEDTOTAL SELLING
PRICE OF CRAB

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By signing this document I hereby certify the following:

- all the reported information is accurate and accounts for all actual shedding activities required to be submitted
- understanding that providing false information may result in criminal consequences.

Dealer Name _____

Signature _____

(Licensed Dealer or Dealer's authorized representative)

CODES

AREA FISHED

SEE THE MAPS PROVIDED WITH THIS MANUAL FOR AREA FISHED CODES.

Louisiana State Codes are found on the Louisiana state map and the enhanced public oyster seed ground and near shore state waters map. This table lists those areas with an additional sub-basin code other than zero.

Public Oyster Reef and Near Shore State Water Sub-basin Coding	
Area Fished	Description
0304-1	Calcasieu Lake – Eastside/Growing Area 29
0304-2	Calcasieu Lake – West Cove/Growing Area 30
0420-1	Lake Borgne Public Oyster Seed Ground
0420-2	Mississippi Sound Public Oyster Seed Ground
0422-1	Public Oyster Seed Grounds North of MRGO
0422-2	Public Oyster Seed Grounds South of MRGO
0209-1	Hackberry Bay Public Oyster Seed Reservation
0209-2	Little Lake Public Oyster Seed Ground
0211-1	State waters (0-3 miles) off Barataria Basin
1208-1	State waters (0-3 miles) off Terrebonne Basin
1208-2	Lake Felicity Public Oyster Seed Ground
1208-3	Lake Chien Public Oyster Seed Ground
1207-1	Deep Lake Public Oyster Seed Ground
1207-2	Lake Tambour Public Oyster Seed Ground
1207-3	Sister Lake Public Oyster Seed Reservation
1207-4	Lake Mechant Public Oyster Seed Ground
1207-5	Bay Junop Public Oyster Seed Reservation

All other area codes are found on the map of the Gulf of Mexico and are used when fishing in waters other than Louisiana state waters.

GEAR CODES	
CODE	DESCRIPTION
20	HAUL SEINE
50	POUND NETS
71	WEIRS
125	PURSE SEINE, MENHADEN
145	PURSE SEINE, OTHER
189	BUTTERFLY NETS
192	SKIMMER NETS
210	OTTER TRAWL, FISH
215	OTTER TRAWL, SHRIMP
290	WIRE NETS
310	HOOP & FYKE NETS, FISH
315	HOOP & FYKE NETS, TURTLE
330	POTS & TRAPS, CRAB
335	POTS & TRAPS, CRAWFISH
340	POTS & TRAPS, EEL
345	POTS & TRAPS, FISH
375	POTS & TRAPS, TURTLE
390	SLAT TRAPS
401	LONG LINES, VERTICAL
404	LONG LINES, SURFACE, MIDWATER
425	GILLNETS, STAKE
475	GILLNETS, STRIKE
530	TRAMMEL NETS
610	HAND LINES
611	ROD & REEL
612	MANUAL REEL
613	ELECTRIC OR HYDRAULIC REEL
650	HARPOONS
657	GREEN-STICK GEAR
665	TROLL LINES

675	LONGLINE, SURFACE
676	LONGLINE, BOTTOM
680	TROT LINES/SETLINE
703	DIP NETS
735	CAST NETS
760	SPEARS & GIGS
770	BOW FISHING
803	AQUACULTURE
815	OYSTER DREDGE
840	OYSTER TONGS
900	OFF BOTTOM CULTURE
955	BY HAND (<i>JUGS</i>)
968	CANS, BUCKETS, PIPES, DRUMS, TIRES
969	BUSH LINES

SALTWATER FINFISH SPECIES		
GROUP	SPECIES CODE	SPECIES
JACK	0030	GREATER AMBERJACK
	1815	LESSER AMBERJACK
	1817	BANDED RUDDERFISH (<i>AMARINO, AMBERINE</i>)
	1800	HORSE-EYE JACK
	1805	BLACK JACK
	1810	ALMACO JACK
	1811	BAR JACK
	0870	JACK CRAVELLE
	0270	BLUE RUNNER
	1814	RAINBOW RUNNER
	2720	FLORIDA POMPARO
	1807	AFRICAN POMPARO
GROUPE	1409	SOAPFISH
	1411	SPECKLED HIND (<i>SPOTTED GROUPE, KITTY MITCHELL</i>)
	1412	ROCK HIND (<i>CALICO GROUPE</i>)
	1413	RED HIND (<i>STRAWBERRY GROUPE</i>)
	1414	SNOWY GROUPE (<i>SNOWY, BROWNIE</i>)
	1415	YELLOWEDGE GROUPE
	1416	RED GROUPE
	1417	MARbled GROUPE (<i>SLOPEHEAD, JOHN PAW</i>)
	1420	MISTY GROUPE
	1422	BLACK GROUPE
	1423	GAG GROUPE (<i>BLACK GROUPE, COPPER BELLY</i>)
	1424	SCAMP
	1425	YELLOWMOUTH GROUPE (<i>CARBORITA</i>)
	1426	YELLOWFIN GROUPE (<i>RED GROUPE, TRUE YELLOWFIN, FIRE BACK</i>)
	1427	CREOLE FISH (<i>GRAY SNAPPER, ROSE SNAPPER</i>)
	1428	GRAYSBY

	1430	NASSAU GROUPER
	4740	WARSAW GROUPER (<i>BLACK JEW FISH</i>)
SNAPPER	3754	DOG SNAPPER
	3755	BLACK SNAPPER
	3756	WENCHMAN (<i>BIG-EYE SNAPPER</i>)
	3757	BLACKFIN SNAPPER (<i>BLACKFIN, HAMBONE SNAPPER</i>)
	3758	SILK SNAPPER (<i>SILKY, YELLOW EYE</i>)
	3759	CUBERA SNAPPER
	3760	GRAY SNAPPER (<i>MANGROVE, BLACK SNAPPER, MANGO</i>)
	3761	LANE SNAPPER (<i>CANDY SNAPPER</i>)
	3763	MUTTON SNAPPER
	3764	RED SNAPPER (<i>REDFISH, SNAPPER, CHICKEN SNAPPER</i>)
	3765	VERMILION SNAPPER (<i>BASTARD SNAPPER, BEE-LINER, MINGO</i>)
	3767	YELLOWTAIL SNAPPER (<i>YELLOWTAIL, SPOTTED SNAPPER</i>)
	3770	QUEEN SNAPPER (<i>SILK, BALL-BAT</i>)
	3772	MAHOGANY SNAPPER
GRUNT	1440	GRUNTS
	3302	RED PORGY (<i>PINK SNAPPER, PINKY</i>)
	3306	WHITEBONE PORGY (<i>WHITE SNAPPER</i>)
	3308	KNOBBED PORGY (<i>KEYWEST PORGY</i>)
	3312	JOLT HEAD PORGY
BIGEYE	0140	BIGEYE
	0145	SHORT BIGEYE
	0147	BULLEYE
	0149	BIGEYE UNCLASSIFIED
SCORPIONFISH	3263	SPINY CHEEK SCORPIONFISH
	3265	SPOTTED SCORPIONFISH
	3267	LONGSNOUT SCORPIONFISH
	3270	LIONFISH
TILEFISH	4472	GOLDFACE TILEFISH

	4470	TILEFISH (<i>GOLDEN TILEFISH</i>)
	4474	BLUELINE TILEFISH
	4476	BLACKLINE TILEFISH
	4478	SAND TILEFISH
TRIGGERFISH	4561	GRAY TRIGGERFISH
	4563	QUEEN TRIGGERFISH
	4562	OCEAN TRIGGERFISH
TUNA	4651	ALBACORE TUNA
	4652	BLUEFIN TUNA
	4653	LITTLE TUNNY (<i>BONITO, LITTLE TUNA, FALSE ALBACORE</i>)
	4654	SKIPJACK TUNA (<i>OCEAN BONITO, SKIPJACK, BONEHEAD</i>)
	4655	YELLOWFIN TUNA (<i>ALLISON TUNA</i>)
	4657	BIGEYE TUNA
	4658	BLACKFIN TUNA (<i>BERMUDA TUNA</i>)
	0330	ATLANTIC BONITO (<i>OCEAN BONITO, COMMON BONITO</i>)
COBIA DOLPHIN	570	COBIA (<i>LING, LEMON FISH</i>)
	1050	DOLPHIN (MAHI MAHI, DORADO)
	1940	KING MACKEREL
	3840	SPANISH MACKEREL
	4710	WAHOO
SHARKS, DOGFISH AND RAYS	3506	ATLANTIC SHARPNOSE SHARK
	3519	BONNETHEAD SHARK
	3481	FINETOOTH SHARK
	3485	BLACKNOSE SHARK
	3490	NURSE SHARK
	3493	SILKY SHARK
	3495	BLACKTIP SHARK
	3496	SPINNER SHARK
	3497	BULL SHARK
	3510	SCALLOPED HAMMERHEAD
	3511	GREAT HAMMERHEAD
	3513	SANDBAR SHARK

	3515	TIGER SHARK
	3517	LEMON SHARK
	3520	SMOOTH HAMMERHEAD
	3482	SAND TIGER SHARK
	3483	NARROWTOOTH SHARK
	3484	GALAPAGOS SHARK
	3486	OCEANIC WHITETIP SHARK
	3487	CARIBBEAN REEF SHARK
	3488	SMALLTAIL SHARK
	3489	BASKING SHARK
	3491	BIGNOSE SHARK
	3494	NIGHT SHARK
	3498	SMOOTH DOGFISH SHARK (AKA DUSKY SMOOTHOUND)
	3499	FLORIDA SMOOTH-HOUND SHARK
	3500	WHALE SHARK
	3501	PORBEAGLE SHARK
	3502	LONGFIN MAKO
	3504	BLUE SHARK
	3505	SHORTFIN MAKO (BONITO SHARK)
	3507	CARIBBEAN SHARPNOSE SHARK
	3509	THRESHER SHARK
	3512	WHITE SHARK
	3514	DUSKY SHARK
	3518	COMMON THRESHER SHARK
	3521	SPINY DOGFISH
	3522	BIGEYE SAND TIGER SHARK
	3523	BIGEYE THRESHER
	3524	ATLANTIC ANGEL SHARK
	3527	BIGEYE SIXGILL SHARK
	3528	SHARPNOSE SEVENGILL SHARK
	3529	SIXGILL SHARK
	3532	PELAGIC THRESHER SHARK
MULLET	2341	STRIPED MULLET (<i>BLACK MULLET, GREY MULLET</i>)

	2348	MULLET - RED ROE
	2349	MULLET - WHITE ROE
CATFISH	3381	GAFFTOPSAIL CATFISH
	3380	HARDHEAD CATFISH
EEL	1142	CONGER EEL
	1143	MORAY EEL
OTHER SALTWATER FISH	0925	CROAKER
	4060	SPOT
	1081	BLACK DRUM
	1235	FLOUNDER
	1970	WHITING (<i>CHANNEL MULLET, SOUTHERN KINGFISH</i>)
	3447	SPOTTED SEATROUT
	3455	WHITE TROUT (<i>SAND TROUT, SILVER TROUT</i>)
	3560	SHEEPSHEAD
	0230	BLUEFISH
	0521	BUTTERFISH
	0180	BARRACUDA
	0120	ANGELFISH
	0192	BLACK DRIFTFISH (<i>BARREL GROUPE</i>)
	0720	CHUBS
	1144	BEARDED BROTLA
	1550	HAKE
	1687	THREAD HERRING
	1790	HOGFISH
	2210	MENHADEN
	2230	MINNOWS
	2280	MOONEYE
	2310	MOONFISH
	2501	ESCOLAR
	2502	OILFISH
	2503	OPAH
	2520	PARROTFISH
	2525	CRIMSON ROVER

	2670	PINFISH
	2710	POMFRETS
	2760	PUFFERS
	2990	RUDDERFISH
	3260	SCULPINS
	3371	SPANISH FLAG
	3374	LONGTAIL BASS (<i>QUEEN SNAPPER, LONGTAIL</i>)
	3375	BANK SEABASS
	3360	BLACK SEABASS
	4120	SQUIRRELFISH
	4260	OCEAN SUNFISHES
	4320	SWORDFISH
	4410	LADYFISH (<i>TENPOUNDER</i>)
	4590	TRIPLETAIL
	3810	SPADEFISH
	8145	JELLYFISH
	9999	UNKNOWN SALTWATER FINFISH SPECIES

FRESHWATER FINFISH SPECIES		
GROUP	SPECIES CODE	SPECIES
CATFISH & BULLHEAD	662	BLUE CATFISH
	663	CHANNEL CATFISH (<i>EEL CAT, WILLOW CAT</i>)
	664	FLATHEAD CATFISH (<i>OPELOUSAS CAT, YELLOW CAT</i>)
	450	BULLHEADS (<i>MUD CAT</i>)
CARP	630	COMMON CARP (<i>GERMAN CARP</i>)
	4800	GRASS CARP
	4801	SILVER CARP
	4802	BIGHEAD CARP
SHAD	1340	GIZZARD SHAD
	1341	THREADFIN SHAD
	3474	SHAD UNCLASSIFIED
GAR	1331	SPOTTED GAR
	1333	LONGNOSE GAR (<i>SPIKE BILL</i>)
	1335	SHORTNOSE GAR
	1337	ALLIGATOR GAR
	1330	GARFISH UNCLASSIFIED
OTHER FRESHWATER FISH	1141	FRESHWATER EEL
	360	BOWFIN (<i>GRINNEL</i>)
	420	BUFFALOFISH
	3530	GASPERGOU (<i>FRESHWATER DRUM</i>)
	4460	TILAPIA
	2230	MINNOWS
	8888	UNKNOWN FRESHWATER FINFISH SPECIES

SHELLFISH		
GROUP	SPECIES CODE	SPECIES
SHRIMP	10	BROWN SHRIMP (<i>BRAZIL</i>)
	11	PINK SHRIMP (<i>HOPPERS</i>)
	12	WHITE SHRIMP
	13	SEABOB
	14	ROCK SHRIMP
	15	ROYAL RED
	16	RIVER SHRIMP
	17	BLOOD SHRIMP
	18	GRASS SHRIMP
	19	TIGER PRAWN
CRUSTACEANS	20	BLUE CRAB
	21	STONE CRAB
	22	WILD CRAWFISH
BIVALVES	30	OYSTERS PUBLIC REEF
	31	OYSTERS PRIVATE REEF
	32	WASHBOARD MUSSEL
	33	THREERIDGE MUSSEL
	34	MAPLE LEAF MUSSEL (<i>PIMPLEBACK</i>)
	35	BLEUFER MUSSEL
	36	MUSSELS AND MUSSEL SHELLS UNCLASSIFIED
	37	RANGIA
	38	MERCENARIA
OTHER	40	SQUID
	77	UNKNOWN SHELLFISH SPECIES

REPTILES AND AMPHIBIANS		
GROUP	SPECIES CODE	SPECIES
SALAMANDER	9301	LESSER SIREN
	9302	WATERDOG
	9303	AMPHIUMA
	9304	SPOTTED NEWT
	9305	SPOTTED SALAMANDER
	9306	MARBLED SALAMANDER
	9307	MOLE SALAMANDER
	9308	SMALL-MOUTHED SALAMANDER
	9309	DUSKY SALAMANDER
	9310	THREE-LINED SALAMANDER
	9311	DWARF SALAMANDER
	9312	SLIMY SALAMANDER
	9313	OTHER SALAMANDERS
FROG	8141	SPADEFOOT TOAD
	8142	GULF COAST TOAD
	8143	OTHER TOADS
	8144	CRICKET FROG
	8158	BIRD-VOICED TREE FROG
	8146	GREEN TREE FROG
	8147	GRAY TREE FROG
	8148	BARKING TREE FROG
	8149	SQUIRREL TREE FROG
	8150	SPRING PEEPER
	8151	CHORUS FROG
	8152	BULLFROG
	8153	BRONZE FROG
	8154	PIG FROG
	8155	LEOPARD FROG
	8156	NARROW-MOUTHED TOAD
	8157	OTHER FROGS
TURTLE	8121	COMMON SNAPPING TURTLE

	8122	ALLIGATOR SNAPPING TURTLE
	8123	MUD TURTLE
	8124	RAZOR-BACKED MUSK TURTLE
	8125	COMMON MUSK TURTLE
	8126	PAINTED TURTLE
	8127	CHICKEN TURTLE
	8128	ALABAMA MAP TURTLE
	8129	MISSISSIPPI MAP TURTLE
	8081	DIAMONDBACK TERRAPIN
	8130	RIVER COOTER
	8131	GULF COAST BOX TURTLE
	8132	THREE-TOED BOX TURTLE
	8133	RED-EARED TURTLE
	8134	SOFTSHELL TURTLE
	8135	OTHER TURTLES
LIZARD	9201	GREEN ANOLE
	9202	EASTERN FENCE LIZARD
	9203	FIVE-LINED SKINK
	9204	BROAD-HEADED SKINK
	9205	BROWN GROUND SKINK
	9206	GLASS LIZARD
	9207	OTHER LIZARDS
SNAKE	9401	SCARLET SNAKE
	9402	RACER
	9403	RING-NECKED SNAKE
	9404	CORN SNAKE
	9405	TEXAS RAT SNAKE
	9406	MUD SNAKE
	9407	HOG-NOSED SNAKE
	9408	PRAIRIE KING SNAKE
	9409	SPECKLED KING-SNAKE
	9410	MILK SNAKE
	9411	COACHWHIP

	9412	SALT MARSH SNAKE
	9413	GREEN WATER SNAKE
	9414	YELLOW-BELLIED WATER SNAKE
	9415	BANDED WATER SNAKE
	9416	DIAMOND-BACKED WATER SNAKE
	9417	ROUGH GREEN SNAKE
	9418	PINE SNAKE
	9419	GRAHAM'S CRAYFISH SNAKE
	9420	GLOSSY CRAYFISH SNAKE
	9421	DEKAY'S SNAKE
	9422	RIBBON SNAKE
	9423	GARTER SNAKE
	9424	CORAL SNAKE
	9425	COPPERHEAD
	9426	COTTONMOUTH
	9427	CANEBRAKE RATTLESNAKE
	9428	PYGMY RATTLESNAKE
	9429	OTHER SNAKES

UNIT	
CODE	DESCRIPTION
1	POUNDS
2	SACKS*
3	BARRELS
4	BUSHELS
5	DOZENS
6	INDIVIDUALS OR BY THE HEAD
7	TONS
8	THOUSANDS OF STANDARD FISH (Menhaden)

***convert any "half-sacks" or "mini sacks" to standard sacks**

CONDITION (Cond)	
CODE	DESCRIPTION
1	WHOLE OR ROUND OR HEADS ON
2	GUTTED
3	HEADED OR HEADS OFF
4	GUTTED & HEADED
5	FILLETED OR PEELED OR MEAT
6	TUBED (GUTTED, HEADED, & TAILED)
7	PIECES OR CHUNKS
8	LIVE BAIT
9	DEAD BAIT

MARKET	
CODE	DESCRIPTION
1	Number 1 (LARGE CRABS)
2	Number 2 (MEDIUM CRABS)
3	Number 3 (SMALL CRABS)
4	Factory Grade Crab
5	No Grade (used for tuna)
6	Large
7	Medium
8	Small
10	Fins
11	Roe (Females or Female Crab)
12	Roe (Males or Male Crab)
13	Crab Claws
14	Buster or Peeler
15	Softshell
99	Farm raised, Aquaculture

PERMITS			
	PERMIT	TYPE	SPECIES
STATE	Mullet Permit	S	MULLET
	Pompano Permit	S	POMPANO
	Spotted Seatrout Permit	S	TROUT
	Shark Permit	S	SHARK
	Mussel Harvester Permit	S	MUSSEL
	Out-Of-State Oyster Landing Permit	S	OYSTER
	Traversing Permit	S	TRAVERSE
	Special Bull Drum Permit	S	DRUM
	Menhaden Bait Permit	S	MENHADEN
	Shrimp Bait Permit	S	SHRIMP
	Experimental Gear Permit	S	GEAR
	Public Oyster Seed Ground Vessel Permit	S	OYSTER
FEDERAL	King Mackerel Permit	F	KING
	Spanish Mackerel Permit	F	SPANISH
	Reef Fish Permit	F	REEF
	Atlantic Bluefin Tuna Permit	F	BLUEFIN
	Other Tuna Permit	F	TUNA
	Swordfish Permit	F	SWORDFISH
	Shark Permit	F	SHARK

